



USTRANSCOM J3-C DEFENSE COURIER DIVISION

Station Contacts

<http://dcd.transcom.mil/?page=contacts.cfm>

Please go to the following link to input your material. All material **MUST** be advanced via this web-site **1 day prior** to the couriers receiving the material.

Please contact your servicing station if you have any questions or if the material is required to be entered under the 1 day period.

The following slides are designed to guide you through the advancement process.

<https://Isotools.wpafb.af.mil/dc-atcmd/>

(New advance site)

Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

Use of this site is only for creating a Defense Courier-specific ATCMD and 2D Military Shipping labels (2D MSL)

Username:

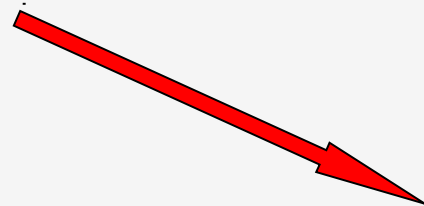
Password:

Login

Register to begin using the site.



Registration Problems?
Check FAQ



- Not registered? Click [here](#).
- Minimum recommended screen resolution is 1024 x 768

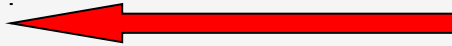
| [Login](#) | [FAQ](#) | [Contacts](#) | [User Manual](#) |

This is a Department Of Defense computer system. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized dod entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, Including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

- [Create Shipment](#)
- [View Submission History](#)



Once you have registered/logged in, **click on create shipment.**

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Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

Step 1: Search Consignor

Consignor:

HKZJ0F

Search Method:

by DoDAAC

by DoDAAC

by Account Number

Goto Step 2

The **consignor field** defaults to your registration account. If you have multiple accounts, you can manually input any **DoDAAC** or **account number**.

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Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

Step 1: Search Consignor

Consignor:

Search Method:

HKZJ0F

by DoDAAC

Goto Step 2

Enter up to 20 **destinations** (consignees) per session. Pieces will be added in the next step.

Step 2: Verify Consignor and Determine Destination

Address:

APOE:

Destinations:

434000-0F00
HKZJ0F DC9 OF 001
101 NIGHTWATCH AVE
SUITE 1
OFFUTT AFB NE 68113-3170

DC9

2

Goto Step 3

Verify **your account** information for accuracy.

*Some accounts will need to change the **APOE** to the servicing station.

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Step 3: Create Shipments

Destination: 1

TCN:	Consignee:	Search Method:	Pieces:	
1: Single p ▼	<input type="text"/>	by DoDAAC ▼	1 ▼	<input type="button" value="Search"/>

Enter up to 20 **pieces** per consignee.

Destination: 2

TCN:	Consignee:	Search Method:	Pieces:	
1: Single p ▼	<input type="text"/>	by DoDAAC ▼	1 ▼	<input type="button" value="Search"/>

ALWAYS use
“Single piece per TCN”

Step 4: Validation and Submission

In the consignee field,
enter the destination
DoDAAC or account number.

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Destination: 1

TCN:	Consignee:	Search Method:	Pieces:
1: Single p	HKZJBA	by DoDAAC	2
<input type="button" value="Search"/>			

Address:	APOD:
449000 BA00 HKZJBA DC6 BA 001 6300 HODGES STREET FORT MEADE MD 20755-5371	DC6

Piece:	Container:	Weight:	Length:	Width:	Height:	RDD:
1	Flat	00001	00014	00009	0	999
2	Box	00020	20	10	10	999

Verify the destination account / APOD for accuracy

Destination: 2

TCN:	Consignee:	Search Method:	Pieces:
1: Single p	HKZJKE	by DoDAAC	1
<input type="button" value="Search"/>			

Address:	APOD:
441000-KE00 HKZJKE SKF KE 001 2261 HUGHES AVE SUITE 106 LACKLAND AFB TX 78236-9804	SKF

Piece:	Container:	Weight:	Length:	Width:	Height:	RDD:
1	Flat	00002	00014	00009	0	999

Identify each piece as a box or flat.

Enter the weight, length, width, and height of each piece. (pounds & inches)

*Note: Future policy will allow actual Required Delivery Date (RDD) to be used. Until systems and policy are implemented, RDD will be 999 and read only.

Step 4: Validation and Submission

Submit ATCMD

After all required fields are completed, click submit

Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

Submission 116:

Shipment Receipt(s): 1

Consignor:	APOE:	Submission Date:
HKZJ0F	DC9	20071017

Destination:	Consignee:	APOD:	RDD:
1	HKZJBA	DC6	999

Piece	TCN:	Weight	Cube
-------	------	--------	------

1	HKZJ0F7290X001XXX 00001	0001
---	-------------------------	------

[Print MSL](#)

2	HKZJ0F7290X002XXX 00020	0002
---	-------------------------	------

[Print MSL](#)

Destination:	Consignee:	APOD:	RDD:
2	HKZJKE	SKF	999

Piece	TCN:	Weight	Cube
-------	------	--------	------

1	HKZJ0F7290X003XXX 00002	0001
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[Print MSL](#)

**Click here to print
Military Shipping Label
(MSL)**



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Submit

Shipments

Consignment

HKZJ0F

Destination

1

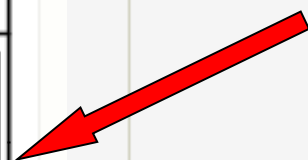
Destination

2

This is a
internet access
use is authorized
security. It
recorded, and
DOD cannot
Evidence of

TCN HKZJ0F7290X001XXX 			
From HKZJ0F 434000-0F00 HKZJ0F DC9 OF 001		TAC / PPGBL / Carrier 0003	
Piece 1 of 1 	Weight (lb.) 00001	Date Shipped L90	RDD 999
Cube (ft.) 0001		RPDD	Priority 1
Ship To / POE DC9			
POD DC6	MSL / TCMD Information 		
FMS Case			
DLA Data			
HKZJBA Ultimate Consignee or Mark For 449000 BA00 HKZJBA DC6 BA 001 			

Print and attach to the appropriate piece.



Equipment, networks and network devices (specifically including
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Advance Transportation Control and Movement Document (ATCMD)

Submittal Form, Defense Courier Material

Submission 116:

Shipment Receipt(s): **1**

Print the ATCMD receipt.

Consignor:	APOE:	Submission Date:
HKZJ0F	DC9	20071017

Destination:	Consignee:	APOD:	RDD:
1	HKZJBA	DC6	999

Piece	TCN:	Weight	Cube
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1	HKZJ0F7290X001XXX 00001	0001	
---	-------------------------	------	--

Print MSL

2	HKZJ0F7290X002XXX 00020	0002	
---	-------------------------	------	--

Print MSL

Destination:	Consignee:	APOD:	RDD:
2	HKZJKE	SKF	999

Piece	TCN:	Weight	Cube
--------------	-------------	---------------	-------------

1	HKZJ0F7290X003XXX 00002	0001	
---	-------------------------	------	--

Print MSL

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ADVANCED TRANSPORTATION CONTROL AND MOVEMENT DOCUMENT RECEIPT DEFENSE COURIER MATERIAL

HKZJ0F 434000-0F00 HKZJ0F DC9 OF 001				20071017 John Doe			
TCN	CONSIGNEE	ADDRESS LINE 1	ADDRESS LINE 2	APOD	RDD	WEIGHT	CUBE
HKZJ0F7290X001XXX	HKZJBA	449000 BA00	HKZJBA DC6 BA 001	DC6	999	00001	0001
HKZJ0F7290X002XXX	HKZJBA	449000 BA00	HKZJBA DC6 BA 001	DC6	999	00020	0002
HKZJ0F7290X003XXX	HKZJKE	441000-KE00	HKZJKE SKF KE 001	SKF	999	00002	0001

Change the printing preference to **Landscape.**

Print 2 copies of this form.

The couriers will sign both copies.

One will be a your receipt; the other will be filed at the servicing station.

CURRENT PAGE PIECES: 3	CURRENT PAGE WEIGHT: 23	CURRENT PAGE CUBE: 4
TOTAL SHIPMENT PIECES: 3	TOTAL SHIPMENT WEIGHT: 23.0	TOTAL SHIPMENT CUBE: 4.0

Customer / Date / Time

Customer / Date / Time

Please print, sign, date and time the form .



- Contact your servicing station to coordinate entry of material.
- If the piece(s) are time sensitive, please inform the couriers of a required delivery date (RDD).
- Please contact your servicing station for ATCMD website questions and comments.



USTRANSCOM J3-C DEFENSE COURIER DIVISION

Station Contacts

<http://dcd.transcom.mil/?page=contacts.cfm>